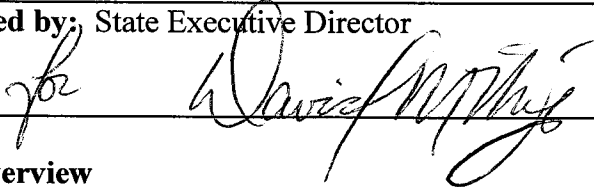


For: Non-Federal Offices

**FY 2005 Initial Non-Federal Non-Payroll and Travel Allotments**

Approved by: State Executive Director



**1 Overview**

**A Background**

The President has signed Pub. L. 108-3094, a Continuing Resolution for FY 2005, designed to keep the Government operating October 1 through November 20, 2004. An initial allotment is being issued for 36 workdays. Funding for operating under this CR was issued in National Notice BU-674.

**B Purpose**

This notice issues initial FSA County Office allotments for non-Federal administrative non-payroll expenses as well as travel allotments for this CR.

**2 Information**

**A Non-Payroll**

County offices will enter check limitations in the CCC-514 ledger according to paragraph 3 of this notice. The check limitation provided in Exhibit 1, column 2 includes only nonpayroll expenses.

Non-payroll expenses include:

- Rent and utilities
- Other expenses
- Counties will continue to receive bi-weekly and quad-weekly printouts from KCMO and will be responsible for monitoring of their check limitation balance and efficient management of their allocation.
- Continue to reconcile your quad-weekly printout with the CCC-514 in accordance with 115-FI (Rev. 4), paragraph 161. CCC-514-1 may be used for the quadweekly reconciliation but will no longer be required by the State Office. Do not forward the CCC 514-1 to this office.

*Continued on next page*

Disposal Date	Distribution
October 1, 2005 11/16/04	FSA Offices

## **Arkansas Notice BU-37**

### **2 Information (continued)**

#### **B Travel**

Travel allotments are provided to cover non-federal CO employees and COC travel expenses.

Non-federal travel coordinators are reminded:

- Maintain travel allotments in Exhibit 1, column 3 using the County Office Travel Ledger, FSA-546 spreadsheet.
- Under Continuing Resolutions blanket B-Type authorizations cannot be issued. All travel must be issued as a Type C until such time that full year funds are allocated.
- Ensure that final C-Type vouchers do not continue to show excessive obligations against travel authorizations by entering a "Y" in the "Final Voucher Indicator" (Block 54) on travel vouchers. Unused travel obligations will expire if the Final Voucher Indicator code is used on the processed voucher. If "Y" was not entered at the time the voucher was input, the authorized amount must be amended to the actual amount of the claim.
- Reconcile travel obligations at least monthly against BRIO report DW1704CT for your county. Excess obligations must be deobligated by amending the authorization.
- Travel authorizations and vouchers must be filed by the traveler and input into the Online System in a timely manner. Authorizations must be established prior to travel. Type-C vouchers should be filed within 5 days after travel. Type-B vouchers should be filed at least monthly within 5 days of the month end.
- Per Arkansas Notice FI-93, Certification of Normal Commuting Mileage, must be on file for all employees.

### **3 Action**

- Open FY 2005 CCC-514 by recording the initial check limitation provided in Exhibit 1 through option 6, "Check Limitation and Ledger Control" on menu NAA000.
- Ensure that FY 2005 CCC-184's issued before receipt of this allocation are applied to this check limitation allocation.
- Post travel allotments to FSA-546, County Office Travel Ledger
- Operating costs, such as travel and training, rent and utilities, and emergency expenses, may continue at necessary levels. Offices should prudently monitor all administrative obligations while operating under the CR.

### **4 Contact**

Direct questions regarding this notice to Charlotte Murphy at 501-301-3016.

<b>County</b>	<b>Non Payroll Initial Allocation #1</b>	<b>Travel Initial Allocation #1</b>
Arkansas	2,500	900
Ashley	2,500	200
Baxter	7,000	1,000
Boone	2,500	800
Carroll	2,500	400
Chicot	5,000	800
Clark	5,000	2,800
Clay	2,500	1,600
Cleburne	6,000	500
Conway	2,500	300
Craighead	5,000	1,800
Crittenden	2,500	600
Cross	2,500	1,100
Desha	5,000	500
Drew	2,500	700
Faulkner	2,500	200
Franklin	3,000	400
Fulton	2,500	500
Greene	2,500	700
Hempstead	2,500	500
Hot Spring	5,000	1,000
Howard	3,000	600
Independence	2,500	0
Izard	5,000	300
Jackson	2,500	400
Jefferson	2,500	2,900
Johnson	2,500	500
Lafayette	3,000	700
Lawrence	5,000	1,100
Lee	2,500	600
Lincoln	2,500	200
Little River	2,500	3,300
Lonoke	5,000	400
Madison	3,000	700
Miller	2,500	500
Mississippi	8,000	500
Monroe	2,500	400
Ouachita	3,000	300

<b>County</b>	<b>Non Payroll Initial Allocation #1</b>	<b>Travel Initial Allocation #1</b>
Phillips	3,000	300
Poinsett	12,500	1,000
Polk	5,000	1,200
Pope	7,000	500
Prairie	2,500	400
Pulaski	5,000	1,000
Randolph	2,500	800
St. Francis	7,000	1,300
Sebastain	5,000	500
Sharp	5,000	300
Van Buren	2,500	400
Washington	2,500	5,000
White	2,500	1,200
Woodruff	7,000	1,400
<b>Total</b>	<b>200,000</b>	<b>46,000</b>